

ATF Adjunct Instructor Data Form

An ATF adjunct instructor is **not an ATF employee** and provides **unpaid instructor services** for ATF. Adjunct instructors may be anyone from another federal, state, or local government agency, the military, educational institution, trade organization, or a subject matter expert (SME) **who is not being compensated through contract**. Note that persons who do not meet the definition above or who receive travel reimbursement or other funds are **considered contract instructors** and should not complete this form (*see exception in the note section below*). All persons interested in becoming an ATF adjunct instructor must complete this form in its entirety, including the hold-harmless agreement on page 6. The instructor candidate must forward the properly completed form and hold-harmless agreement via email through two levels of ATF approval from supervisors within the ATF program office responsible for the training. ATF accepts the following two-level approval configurations: a branch and a division chief; an area supervisor and a director of industry operations; a group supervisor and an assistant special agent in charge; *or* any ATF employee temporarily and formally named to serve in one of these titled positions. Adjunct instructor candidates may not (1) be prohibited from the receiving, possessing, or transporting firearms, explosives, or ammunition; or (2) have failed any course that the candidate will or is being considered to instruct.

ATF supervisors approving an ATF adjunct instructor must (1) verify the candidate properly completed this form, (2) determine that the candidate meets all eligibility requirements, and (3) ensure the candidate possesses all required subject matter expertise (SME) and instructional skills. After the two levels of supervisory approval, the second-level supervisor must email the completed form to the "ATF Instructor" mailbox in Outlook for final review by ATF's HRPD Leadership and Professional Development Division, who will enter approved candidates into the Justice Talent Management System (JTMS) instructor database. The email's subject line should include the candidate's last name. ATF training programs cannot use a candidate until the candidate is entered into the JTMS instructor database and HRPD has communicated approval to the candidate. Submit any questions on completing this form to the "ATF Instructor" mailbox in Outlook.

EXCEPTIONS: Contract instructors do not complete this form unless the instructor provides services through a company, corporate, or organizational contract, or a small purchase order that does not specifically identify the names or subject matter expertise of the instructors. On these occasions, attach a copy of the contract or small purchase order to this form.

****You must complete all sections of this form. If any section of this form does not apply, please check "N/A"**. ****

[illegible]

10. Formal instructor training received: ☐ Yes ☐ No

Training provider: _____

Course title: _____

Completion date: _____

11. Degrees held from accredited institutions:

Training provider	Degree type	Completion date

12. Other certifications held:

Certificate title	Subject matter	Completion date

13. Other applicable formal training:

Program or training course	Educational institution	Completion date

14. Formal training course previously delivered:

Course title/topic	Audience	Completion date

15. Subject matter expertise:

Please check the boxes that identify your expertise. For any subject expertise that is not listed below, please record them in item 16.

Administration		N/A
Acquisition management	☐	☐
ATF budget processes	☐	☐
Conduct and accountability	☐	☐
Contracting officers technical representative (COTR) employee	☐	☐
Benefits	☐	☐
Hiring practices	☐	☐
Human resources management	☐	☐
ATF academy physical fitness program (<i>physical efficient battery</i>)	☐	☐
OPSEC/physical security	☐	☐
ATF peer responder program	☐	☐
ATF mentoring	☐	☐
Project management	☐	☐
Purchase card reconciliation	☐	☐
ATF sexual harassment policy and procedures	☐	☐
Statistical analysis	☐	☐
Strategic planning and performance management development	☐	☐

Alcohol and tobacco		N/A	☐
Alcohol diversion techniques	☐	Tobacco diversion techniques	☐
Alcohol laws and regulations	☐	Tobacco laws and regulations	☐
Arson		N/A	☐
Certified fire investigator	☐	Fire cause and origin	☐
Basic arson investigation techniques	☐	Fire protection engineer	☐
Arsonist psychology and behavior	☐	HAZMAT/OSHA	☐
Arson laws	☐	Insurance data source	☐
ATF emergency medical technician (EMT)		N/A	☐
EMT basic	☐	EMT paramedic	☐
EMT intermediate	☐	EMT CPR instructor	☐
EMT dive	☐	EMT AED instructor	☐
EMT special response team	☐		
Canine		N/A	☐
Arson investigation canine handler	☐	SRT tactical canine handler	☐
Explosives investigation canine handler	☐	Canine facility instructor	☐
Computer systems		N/A	☐
Certified N-Force instructor	☐	Computer incident response	☐
Certified N-Spect instructor	☐	IT contingency planning	☐
Certified Spartan instructor	☐	IT security	☐
Learning management system/JTMS	☐	Digital forensics/analysis	☐
Criminal organization investigation		N/A	☐
Adult and youth gangs	☐	Violent anti-government groups	☐
Outlaw motorcycle gangs	☐	Terrorist groups	☐
Complex conspiracy cases	☐		
Explosives		N/A	☐
Certified explosives specialist	☐	Post-blast investigation techniques	☐
Explosives enforcement officer	☐	Identifying and developing improvised explosive devices	☐
Explosives-related electronics	☐	Identifying and developing improvised explosive materials	☐
Explosives/pyrotechnics chemistry and theory	☐	Illegal fireworks investigations	☐
Explosives handling	☐	Explosives disposal	☐
Explosives storage regulation and inspection	☐	Explosives laws and regulations	☐
Firearms		N/A	☐
Firearms technology and manufacture	☐	Serial number restoration	☐
Establishing interstate nexus	☐	NIBIN program	☐
Firearms investigation techniques	☐	ATF-certified firearms range instructor	☐
Firearms application/compliance inspection requirements and procedures	☐	FLETC-certified firearms range instructor	☐
Firearms laws and regulations	☐	Firearms smuggling	☐

Field operations			N/A
Operational planning	☐	IOI hearing officer	☐
Electronic surveillance techniques and equipment	☐	Report writing	☐
Undercover investigation techniques	☐	Asset forfeiture	☐
Home invasions	☐	Auditor services	☐
Interviewing techniques	☐	Money laundering	☐
Behavioral science	☐	Investigative research techniques	☐
Victim/witness program and contact policy	☐	Investigative information analysis techniques	☐
Post-incident shooting review	☐	Financial investigation techniques	☐
Forensic photography	☐	Case management	☐
Agent cashier	☐	G.R.E.A.T. instructor	☐
Intelligence			N/A
Intelligence methodologies and research	☐	Crime gun intelligence/CGIC	☐
Advanced intelligence techniques	☐	Certified analyst notebook instructor	☐
Intelligence analytic techniques	☐	Certified penlink instructor	☐
Intelligence data sources	☐		
Laboratory services			N/A
Arson laboratory services, processes, and policies	☐	Trace evidence analysis	☐
Explosives laboratory services, processes, and policies	☐	Toolmark examination	☐
Firearms laboratory services, processes, and policies	☐	NIBIN correlation	☐
Languages			N/A
Arabic	☐	Polish	☐
Farsi	☐	Portuguese	☐
French	☐	Romanian	☐
German	☐	Russian	☐
Hindi	☐	Spanish	☐
Hungarian	☐	Serbian	☐
Italian	☐	Thai	☐
Mandarin	☐	Turkish	☐
Leadership			N/A
Supervisory policy and procedure	☐	Employee coaching skills	☐
Supervisory interviewing skills	☐	Employee counseling	☐
Labor and employee relations	☐	EEO counseling	☐
Legal services (for attorneys only)			N/A
Administrative law	☐	Domestic violence offenses	☐
Courtroom procedures	☐	Undercover operations law	☐
Ethics and integrity	☐	Surveillance operations law	☐
IOI informal firearms hearing procedures	☐	Electronic surveillance law	☐
Search warrant development	☐	Intelligence operations law	☐
Search warrant affidavit preparation	☐	Cybercrime/internet law	☐

Response teams		N/A
Special response team	☐	Critical incident management response team ☐
National response team	☐	Crisis negotiator ☐

Use of force/personal protection		N/A
Use of force continuum	☐	Containment /control and arrest technique (CAT) ☐
Non-lethal/unarmed self defense techniques (<i>non-ATF body certification</i>)	☐	Simunitions use and certification ☐
Non-lethal/unarmed self defense techniques (<i>ATF certification</i>)	☐	Certified OC spray instructor ☐
Certified spontaneous knife defense instructor	☐	Certified OC spray instructor trainer ☐
Certified spontaneous knife defense instructor trainer	☐	Certified defense tactics instructor ☐
TASER instructor	☐	Certified defense tactics instructor trainer ☐
TASER instructor trainer	☐	

Training and instruction		N/A
Instructional theories and techniques	☐	Training assessment and analysis ☐
Instructional systems design	☐	Curriculum development ☐

16. Please list any other subject matter expertise or specialty skills or knowledge that you hold that are *not* listed in item 15 above:

Other SME or specialty skill	Description	Training provider

17. Please list any other certifications that you hold that are *not* previously listed:

Type	Date completed

18. If you have participated as a member in any specialized units *other than* the teams listed in item 15, please identify the unit and describe your role (*i.e., JTTF, VIP protection details, CEX-C, etc.*)

Unit name	Role	Dates held

Adjunct Instructor Hold-Harmless Agreement

I, _____, hold the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), Department of Justice, any organization providing training facilities and equipment on behalf of ATF, and its agents and employees harmless from liability for any injury suffered by myself, my employer, my agents, or employees while providing instruction for ATF-managed courses. I will hold the same harmless for any damage to any equipment or materials used or owned by myself, my employer, my agents, or employees, except for those damages caused by reckless or wanton conduct of ATF employees. Any damages to property, personal or otherwise, caused by myself, my employer, my agents, or employees will be my responsibility, that of my employer, my agents, or employees, both jointly and severally.

My participation in ATF training creates no contractual or agency relationship between myself, my employer, my agents, or employees; and ATF, the Department of Justice, or any organization providing facilities and equipment on behalf of ATF, or its agents and employees.

Adjunct Instructor Candidate Certification

I understand and agree to the terms and standards of the adjunct instructor hold-harmless agreement above. I also certify that:

- The information contained in this form is true and correct;
- I am not prohibited from receiving, possessing, or transporting firearms, explosives, or ammunition; and
- I have not failed any course that I will or am being designated to instruct.

Adjunct instructor candidate's signature

Adjunct instructor candidate's printed name

Date

ATF Program Training Office Supervisory Approval

First-level approving authority

I have reviewed, verified, and support the information contained in this candidate's form, and approve the named candidate to conduct ATF training.

ATF first-level approver's signature

ATF first-level approver's printed name

Date

Second-level approving authority

I have reviewed, verified, and support the information contained in this candidate's form, and approve the named candidate to conduct ATF training.

ATF second-level approver's signature

ATF second-level approver's printed name

Date

****The ATF second-level supervisor must submit the approved form to the "ATF Instructor" mailbox in Outlook.****

****The email subject line must contain the candidate's last name.****

Privacy Act Information

This information is provided pursuant to sections 3 and 7(b) of the Privacy Act of 1974, 5 U.S.C. § 552a(e)(3):

1. **Authority:** ATF is authorized to solicit this information under 5 U.S.C. 4104; Executive Order No. 11348, as amended by Executive Order No. 12107 (1978).
2. **Purpose:** ATF uses the Adjunct Instructor Data Form, ATF Form 6140.3, to collect the necessary personally identifiable information (PII) from non-ATF employees to document and evaluate their qualifications to serve as an ATF instructor. 5 CFR 410, permits agencies to collect and maintain training records per the agency's identified needs.
3. **Routine uses:** ATF may disclose the information as permitted by the Privacy Act of 1974, 5 U.S.C. § 552a, and in accordance with System of Records Notice JUSTICE/ATF-010, Training and Professional Development Record System. ATF may share the information with federal, state, local, tribal, territorial, or foreign law enforcement, regulatory, or licensing agencies to verify information provided, conduct background or compliance inquiries, determine eligibility to participate in explosives operations, support lawful enforcement or regulatory activities, or assist in legal proceedings where authorized. ATF may also disclose the information to the Department of Justice when relevant to potential violations of federal law, litigation, legal advice, or other authorized Department functions.
4. **Disclosure:** Providing this information is necessary for ATF training program personnel to verify and defend the qualifications of its incoming instructors. Failing to provide complete and accurate information may delay processing, prevent ATF from completing the required background check, prevent ATF from utilizing the person as an instructor, or from defending their qualifications when testifying.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. ATF uses this information collection to determine the applicant's eligibility to attend ATF training. ATF estimates that it takes an average of 30 minutes per respondent to complete this form, depending on individual circumstances. Direct comments concerning the accuracy of this burden estimate and suggestions for reducing this burden to the Reports Management Officer, Document Services; Bureau of Alcohol, Tobacco, Firearms and Explosives; Washington, DC 20226. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a currently valid OMB control number.